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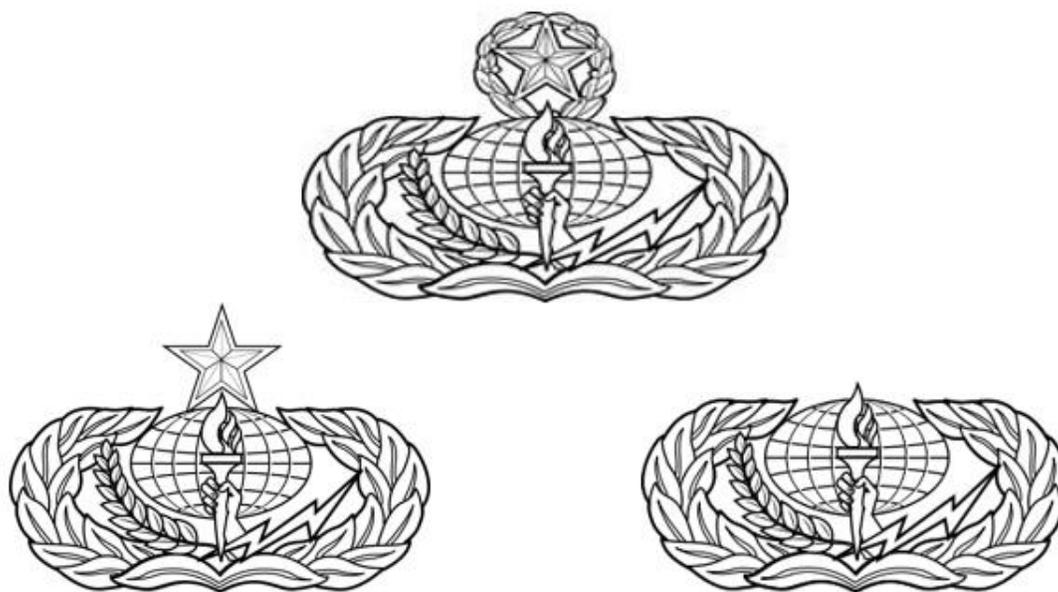
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Parts I and II

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# **AFSC 3F1X1 SERVICES**



## **Career Field Education and Training Plan (CFETP)**

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**CAREER FIELD EDUCATION AND TRAINING PLAN**  
**SERVICES SPECIALTY**  
**AFSC 3F1X1**

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**SERVICES SPECIALTY**  
**AFSC 3F1X1**  
**CAREER FIELD EDUCATION AND TRAINING PLAN**

**PART I**

**Preface**

1. This Career Field Education and Training Plan (CFETP) was developed in accordance with the requirements in DAFI 36-2670, *Total Force Development*. The CFETP provides a clear career path to success and guides all aspects of career field training.

**NOTE:** Civilians occupying related positions may use Part II to support duty position qualification training

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the Services specialty using both parts of the plan. A breakdown of Part I and Part II are outlined below.

2.1. Part I includes the following:

2.1.1. Part I provides information necessary for the overall management of the 3F1X1 career field.

2.1.2. Section A, General Information: This section states the purpose of the CFETP, its use, and describes the procedures for coordinating and obtaining approval for update and publication.

2.1.3. Section B, Air Force Specialty (AFS) Progression and Information: This section provides AFS duties and job progression information.

2.1.4. Section C, Skill Level Training Requirements: This section lists all mandatory training requirements for each skill level.

2.1.5. Section D, Resource Constraints: This section identifies all resource constraints that will impact the execution of education and training, such as funds, equipment, and manpower.

2.1.6. Section E, Transition Training Guide: Not currently required in the 3F1X1 Career Field. This is only required if merging specialties.

2.2. Part II includes the following:

2.2.1. Section A, STS: Identifies the STS, technical references to support training, Air Education and Training Command (AETC) conducted training, and exportable course requirements.

2.2.2. Section B, Course Objective List: Contains the course objective list and training standards that supervisors will use to determine if Airmen have satisfied training requirements.

2.2.3. Section C, Support Materials: Identifies references and other support materials.

2.2.4. Section D, Training Course Index: Identifies a training course index supervisors can use to determine resources available to support training, including both mandatory and optional courses.

2.2.5. Section E, MAJCOM Unique Requirements: Includes any requirements unique to a specific MAJCOM.

## Acronyms and Glossary of Terms

This section provides a common understanding of the acronyms and terms that apply to the 3F1X1 CFETP.

**Advanced Training (AT)** - Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

**Air Expeditionary Force (AEF)** - The AEF is the methodology that allows the Air Force to prepare and present forces to the CCMDs to meet defense strategy requirements on a sustained basis. The Air Expeditionary Force is how the Air Force presents and deploys forces. It's designed to be predictable, transparent, and equitable. It also allows home-station units to reconstitute the force so the capability can be provided on a sustained basis.

**Air Force Career Development Academy (AFCDA)** - Manages most Career Development Course (CDC) and specialized course manuscripts for the Air Force. Publications are sent to AFCDA for review, editing, test construction, publication, and administration.

**Automated Readiness Information System (ARIS)** or equivalent - ARIS is a web-based subsystem that provides the capability to manage all Services equipment, personnel, and mission essential training requirements. This capability includes Unit Type Code (UTC) deployable equipment, personnel, and training, as well as Home Station Readiness Training and contingency equipment, personnel, and training. ARIS also provides the capability to track and deploy equipment, personnel, and training worldwide. This singular reporting system is utilized by Services Unit Deployment managers and Readiness and Plans managers.

**Career Field Manager (CFM)** - Overall manager and approval authority for all matters affecting training for the AFSC they manage, including authority for waiving mandatory requirements. The Services CFM works in concert with the AFSVC CEMs, Air Force Services Schoolhouse, and MAJCOM Functional Managers as required.

**Air Force Installation and Mission Support Center (AFIMSC)** - Delivers globally integrated installation and mission support to enhance warfighter readiness and lethality for America's Air and Space Forces.

**Air Force Job Qualification Standard (AFJQS)** - Training documents approved by the CFM for a particular job type or duty position within an AFS.

**Air Force Personnel Center (AFPC)** - AFPC ensures commanders worldwide are provided with skilled Airmen to conduct Air Force and joint missions. Additionally, AFPC executes programs covering the entire life cycle of military and civilian personnel for the Air Force, from accession through retirement, including readiness, growth, development, and deployment. AFPC's diverse workforce, with five subordinate units, has approximately 2,500 Air Force military, civilian and contractor personnel responsible for worldwide personnel operations for nearly two million total force Airmen, retirees, and family members.

**Air Force Mortuary Affairs Operations (AFMAO)** - Located at Dover AFB, DE. AFMAO provides expert mortuary affairs and base honor guard guidance on entitlements, search and recovery, wartime mortuary affairs operations, and military funeral honors. AFMAO also operates the DoD's sole stateside port mortuary.

**Air Force Specialty (AFS)** - A group of positions (with the same title and code) that require common qualifications (i.e., Services).

**Air Force Specialty Code (AFSC)** - A combination of numbers and alpha characters used to identify an AFS (i.e., 3F1X1).

**Air Force Services Center (AFSVC)** - Provides subject matter expertise to the tactical-level (i.e., CONUS and OCONUS Force Support Squadrons), operational-level (i.e., MAJCOMs, Direct Reporting Units, and Field Operating Agencies), and strategic-level (DoD, Headquarters Air Force (HAF), and other armed services). Develops and executes job-specific training for Services Activities. Coordinates functional and developmental training with the CFM to ensure training requirements are in tandem with the professional development and continuum of learning of the enlisted force.

**Appropriated Funds (APF)** - APFs are monies allocated by Congress. There are three major sources of APFs available to the Sustainment Flight: Operation and Maintenance (O&M) funds, procurement funds, and fallout funds.

**Career Development Course (CDC)** - Self-study correspondence courses that provide Airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force On-the-Job Training (OJT) program and the Air Force promotion system.

**Career Field Education and Training Plan (CFETP)** - A comprehensive core training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

The CFETP is the primary document used to identify life-cycle education and training requirements. It serves as the road map for career progression and outlines requirements that should be satisfied at appropriate points throughout the career path. The CFETP also specifies the mandatory task qualification requirements for the award and maintenance of an AFSC. Deployment and unit type code (UTC) task requirements can be identified with a symbol to assist commanders in prioritizing training. Use the CFETP to plan, conduct, evaluate, and document training.

**Certification** - A formal indication of an individual's ability to perform a task to required standards.

**Certification Official** - A person whom the Commander assigns to determine an individual's ability to perform a task to required standards. The certifier must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the Air Force Trainers Course. The certification official will not be the trainer.

**Community College of the Air Force (CCAF)** - A fully accredited educational institution created to meet the needs of Air Force enlisted personnel.

**Community Programming and Recreation (CP&R)** - A central focal point for the planning, development, and execution of Morale, Welfare and Recreation (MWR) special events, instructional classes, and recreational programs for the following MWR activities: Community Centers, Outdoor Recreation, and Information Tickets and Travel.

**Contingency Quarters Management and Accountability Platform (CQMAP)** or equivalent is an Air Force-owned code that standardizes total force lodgment operations. The agile scalability of CQMAP delivers contingency response while providing senior leaders at all echelons synthesized data to account for the beddown of forces and posture the installation to support ever-evolving mission requirements. This platform will provide critical agile combat support for contingency, exercises, deployment operations, forward operating bases, and austere locations.

**Continuation Training (CT)** - Additional AT exceeding the minimum upgrade training requirements, emphasizing present or future duty assignments.

**Contracting Officer Representative (COR)** - An individual authorized in writing by the contracting officer to perform specific technical or administrative contract functions. The COR must receive a written designation of their authority to act on behalf of the contracting officer.

**Core Area** - Food Service, Fitness, Sports, and Recreation, Readiness, Plans and Mortuary.

**Corporate Automated Food Enterprise (CAFÉ)** - A food service system used at legacy APF Food Service dining facilities within the Air Force.

**Course Objective List (COL)** - A publication derived from initial and advanced skills Course Training Standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- 5- or 7-skill level in this career field. Supervisors use the continuum of learning to assist in conducting graduate evaluations. Exportable Course—Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

**Defense Casualty Information Processing System (DCIPS)** - A centralized DoD database system used by all branches of the military to account for and manage all reportable casualties in accordance with the DoDI 1300.18, Personnel Casualty Matters, Policies, and Procedures along with each Services casualty and mortuary regulations, memorandums and other instructional policies. DCIPS provides casualty and mortuary affairs assistance, personal effects tracking and processing, and remains tracking management capability for casualties from current and prior conflicts.

**Department of Defense (DoD)** - An executive branch department of the federal government charged with coordinating and supervising all agencies and functions of the government directly related to national security and the United States Armed Forces.

**Department of Defense Instruction (DoDI)** - a DoD issuance that implements the policy or prescribes the manner or a specific plan or action for carrying out the policy, operating a

program or activity, and assigning responsibilities.

**Enlisted Development Team (EDT)** - A team charged with evaluating targeted ranks within select Air Force specialty codes and will vector senior NCOs who have the proper training, education, and experience to critical positions within their career fields.

**Fatality Search and Recovery Team (FSRT)** - An ANG team specifically trained and equipped to handle search and recovery operations in a Chemical, Biological, Radiological, and Nuclear environment.

**Force Support Silver Flag (FSSF)** - A training environment that provides United States Air Force members with a training venue in a contingency environment that focuses on hands-on technical experience for high-demand, contingency tools and equipment generally not available at home station.

**Go** - The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

**Government Purchase Card (GPC)** - Provides “on the spot” purchasing, receiving, and payment authority for individuals other than contracting or purchasing officers.

**Home Station Readiness Training (HSRT)** - Training that consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty-specific training based on UTC assignment, and ancillary training such as weapons qualification, CBRN defense training, and self-aid and buddy care.

**Initial Skills Training (IST)** - A formal school course that results in an AFSC 3-skill level award for enlisted, retrainees, or mandatory training for upgrade to qualified officers.

**Intercontinental Ballistic Missile (ICBM) Feeding** - Military personnel assigned to or directly supporting Air Force Global Strike Command performing the Missile Alert Field Feeding Operations duties and ICBM operational organizations containing ICBM Chefs follow the guidance stipulated in the Missile Alert Facility Feeding Operations (MAFFO) Handbook and maintain 100% coverage of Missile Alert Facilities.

**Key Development Position (KDP)** - Positions used to compliment leadership qualifications. These positions provide the experience necessary for key leadership positions that may not be gained through the normal assignment system. The number of key development positions identified should be sufficient enough to support the succession planning for career field key leadership positions. The goal is to maintain a bench of qualified personnel with the requisite experience for Air Force Personnel Center (AFPC) to fill key leadership position vacancies.

**Key Leadership Position (KLP)** - A unique, “no-fail” position with distinguishing responsibilities and education, training, experience, or performance requirements that cannot be realized through normal progression planning and may not be prevalent in the majority of the career field. These positions are not to be confused with specially-designated functional positions such as key nuclear billets, although those billets may also be defined as key leadership positions. Positions designated as key leadership positions should represent only a small

percentage of authorizations within any Air Force specialty code and grade to support the unique requirements of the career field (see figure 3).

**Major Command (MAJCOM)** - A significant Air Force organization subordinate to Headquarters, US Air Force. Major commands have a headquarters staff and subordinate organizations, typically formed in numbered air forces, centers, wings, and groups. A MAJCOM is the highest level of command, only below Headquarters Air Force (HAF) and directly above Numbered Air Force.

**Master Task List (MTL)** - A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AF Job Qualification Standard and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or unit type code requirements.

**Master Training Plan (MTP)** - Employs a strategy for ensuring the completion of all work center job requirements by using a master task listing and provides milestones for task, Career Development Course completion, and prioritizes deployment/unit type code, home station training tasks, upgrade, and qualification tasks.

**Mission Readiness Training (MRT)** - TDY-to-School via In-Residence or Mobile Training Team (MTT) that is centrally-funded and locally-funded baselines for Air Force directed and MAJCOM technical training requirements. (AFSC specific, AETC owned courses).

**Mobile Training Teams (MTT)** - AETC instructors from organizations that typically provide Resident Regular Training, AETC Special Training, and Field Training, who conduct training at an operational base using that base's facilities. Mobile training sets may be used and usually consist of trainers, training aids, and operational equipment designed for field use but used to support training.

**Mortuary Affairs Reporting and Tracking System (MARTS)** - A system used to facilitate the tracking of Human Remains (HR) and Personal Effects (PE) from a Mortuary Affairs Collection Point (MACP) to a final destination, such as the Dover Air Force Base Port Mortuary or the Joint Personal Effects Depot (JPED).

**No Go** - Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

**Nonappropriated Funds (NAF)** - Government funds, which are primarily generated by Force Support activities from goods or services provided to DoD military and civilian personnel, and their families. NAFs are a separate funding type, different from appropriated funds which are funds appropriated from Congress and recorded by the United States Treasury. They are not appropriated by Congress.

**On-the-Job Training (OJT)** - Hands-on, "over-the-shoulder" observation and/or instruction conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification) training. The AF OJT program consists of three components. The first component, job knowledge, is satisfied through CDCs. It is designed to provide basic knowledge across a

wide spectrum of subjects pertaining to a career field. When CDCs are not available, trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on-the-job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/UTC task knowledge, applicable to the AFSC, is gained through a planned program of study involving CDCs or technical references listed in the applicable CFETP.

**Proficiency Training** - Additional training, either in-residence or exportable AT courses or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training (QT)** - Hands-on performance training designed to qualify an Airman in a specific position. This training occurs after upgrade training to maintain up-to-date qualifications.

**Qualification Training Package (QTP)** - An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media forms. Refer to section C of this CFETP for available training packages and courses.

**Readiness In Base Services (RIBS)** - The Prime RIBS program is an Air Force, MAJCOM, and base-level readiness program to organize, train, and equip Services combat support forces (active duty, Air Reserve Component (ARC), and civilian) for both their wartime and contingency missions.

**Services Training Aid (STA)** - The AFSVC develops STAs to assist supervisors and trainers conduct effective and standardized training throughout the career field. They outline the specific on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools, and the STS is the authorized means of documenting training via the Total Force Training Record. STAs are not designed to let the trainees train themselves but rather as a resource for training. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area training requirements. The STAs are located on the Services Blackboard site and Services Installation Support Portal.

**Specialty Training Standard (STS)** - An Air Force publication (typically inserted as Part II of the CFETP) describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or perform to know on-the-job. It also identifies the training provided to achieve a 3-, 5-, 7-, or 9-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Specialty Training Requirements Team (STRT)** - A forum of primary participants (MAJCOM/AFSC development team members, ARC personnel, AFS SMEs) to determine the education and training requirements of the career field based on Occupational Analysis data and

changing needs. SMEs and AFSVC provide guidance for each task that is taught. The CFETP will be approved at the close of the STRT.

**Subject Matter Expert (SME)** - An individual with a deep understanding of a particular process, function, technology, machine, material, or type of equipment.

**Technical Order (TO)** - Provides clear and concise instructions for the safe and effective operation and maintenance of centrally-acquired and managed Air Force military systems and end items.

**Total Force** - All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Trainer** - A trained and qualified person who teaches personnel to perform specific tasks through on-the-job training methods. Also, equipment that the trainer uses to teach personnel specified tasks.

**Training Deficiency** - Required training that could not be conducted.

**Training Manual (TM)** - A book or booklet of instructions designed to improve the quality of a performed task. Training manuals are widely used, including in business and the military.

**Upgrade Training (UGT)** - Mandatory training leading to the award of a higher level of proficiency.

**Unit Training Manager (UTM)** - The unit focal point for all training-related questions, needs, requirements, or assistance.

**Utilization and Training Workshop (U&TW)** - A forum to determine education and training requirements by bringing together the expertise to establish the most effective mix of formal and on-the-job training for each AF Specialty skill level.

## **SECTION A – General Information**

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**1. Purpose.** This Career Field Education and Training Plan (CFETP) provides the information necessary for CFM, Major Command Functional Manager, commanders, Unit Training Managers (UTM), supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training individuals in this Air Force Specialty (AFS) should receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by Air Education and Training Command (AETC) at one of the technical training centers. Upgrade Training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level. Qualification Training (QT) is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. AT is formal specialty training used for selected Airmen. Proficiency Training is additional training, either in-residence or exportable AT courses, or On-The-Job (OJT) training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes—some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the 3F1X1 career field training program. It is used to help supervisors identify training requirements throughout an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies training sources, and provides the training method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

**2. Use.** MAJCOM Functional Managers and supervisors use the plan at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC and the Air Force Services Center (AFSVC) personnel develop or revise formal resident, nonresident, field, and exportable training based upon requirements established by the users and documented in Part II of the career field education and training plan. They also develop acquisition strategies for obtaining resources needed to provide the identified training with assistance from the 3F1X1 CFM.

2.2. The MAJCOM Functional Manager, AFSVC Training and Development (AFSVC/VITS), and the Enlisted Development Team (EDT) will ensure training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. Higher Headquarters (HHQ) developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as reference to support training.

2.4. The CFETP provides guidance for supervisors at all levels to conduct/monitor training and mentor trainees throughout their careers. Supporting documents, DAFIs, and applicable references should be used along with this publication.

**3. Coordination and Approval.** The CFM is the approval authority of the CFETP. The CFM initiates an annual review of this document to ensure currency and accuracy. Services EDT, AETC training personnel, AFSVC/VIT, and career field subject matter experts (SME) will identify and coordinate on career field training requirements.

## **SECTION B – Career Progression and Information**

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**4. Specialty Descriptions.** See Section II of AFECD for the official specialty descriptions.

**4.1. Specialty Summary.** Manages and directs Force Support programs, operations, and retail operations. Supervises and works in APF and Food 2.0 food service activities; fitness and sports programs; community programming and recreation functions; mortuary affairs programs; Force Support readiness programs; contingency quarters; laundry operations. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

**4.2. Duties and Responsibilities.** Sustainment Services core functions include food, fitness, community support, mortuary, readiness and plans, contingency support, APF, and NAF operations while in-garrison and deployed environments.

4.2.1. Manages Force Support operations. Improves work methods and procedures to ensure effective operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

4.2.1.1. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises and manages Air Force food service activities Operates subsistence distribution, warehouse, and logistical functions. Operates fixed, bare base, missile alert, portable facilities, and equipment [Dining Facilities, Flight Kitchens, Alert Facilities, Small Munition (MUNS) Sites, Geographically Separated Units (GSU), Air Bases (ABS), Primary Subordinate Units (PSU), Missile Alert Facility Feeding Operations (MAFFO), Kiosks, and Provisions on Demand].

4.2.1.2. Executes fitness and recreation programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with commanders and unit fitness program managers on the Air Force Fitness Program. Conducts

personal fitness training and develops individual and group exercise regimens. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation.

4.2.1.3. Performs community support functions and recreational programming. Performs marketing and advertising for community support functions. Executes directed and self-directed programs and events. Performs contingency recreation programming. Maintains unit readiness program. Establishes and supervises base facilities that provide food, fitness and sports management, recreation, mortuary services, contingency quarters, laundry, and field resale operations. Provides military members and their families with quality Morale, Welfare, and Recreation (MWR) programs. Plans and operates MWR activities.

4.2.1.4. Performs mortuary affairs administration functions. Operates general and direct support for Mortuary Affairs Collection Points. Trains search and recovery teams. Conducts search & recovery of human remains. Arranges for transportation and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

4.2.1.5. Performs readiness and plans functions. Conducts capability readiness and unit type code readiness reporting. Oversees Home Station Readiness Training. Reviews unit manning document and designed operational capability statement management in conjunction with squadron Senior Enlisted Leader. Oversees base support plan and continuity of operations plan program management. Performs unit deployment manager responsibilities. Operates unit control center command and control operations. Performs ancillary training and readiness program management duties and responsibilities.

4.2.1.6. Prime Readiness in Base Services (RIBS) teams may be deployed to augment theater operation plans, contingency operations, natural disasters (e.g., hurricanes, tropical storms, severe storms, tornadoes, earthquakes, etc.), and AEF cycles. Prime RIBS teams are an integral part of the systematic deployment, employment, sustainment, and redeployment of U.S. Forces to meet commander requirements across the Range of Military Operations.

4.2.1.7. Operates resource management for APF and NAF operations. Determines APF and NAF budget requirements. Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, operation, and maintenance procedures. Manages resource management for NAF and APF accounts. Performs, supervises, manages, and directs financial management activities both at home station and deployed locations.

4.2.1.8. Determines lodgment of inbound personnel. Maintains locator system. Monitors contingency quarter's occupancy status, and determines availability of transient quarters. Establishes and manages contingency quarter's front desk operations. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques.

4.2.1.9. The Services Career Field involves a heavy focus on readiness, contingency preparation, and contingency operations. Personnel serving in this career field may participate in recovery operations as a result of natural and man-made disasters. In addition, they may be subject to deployment and employment in hostile environments created by terrorism, sabotage, or chemical, biological, or conventional warfare. Personnel should have knowledge of and proficiency using specialized equipment and procedures required to provide food, beddown, contingency quarters, laundry, first aid, field sanitation, and hygiene, mortuary service, recreation, and physical fitness to deployed forces.

4.2.2. Prefix D (Enlisted Force Development) - Identifies positions on manpower documents and enlisted Airmen serving in or qualified to serve in positions provided by the AFSC functional community during the EDT panels. Authorized AFSCs do not include skill levels 1, 3, and 5. Affix prefix D to duty and control AFSCs when enlisted Airmen are assigned to authorized prefix D positions. Retain the prefix only while serving in a Key Development Position (KDP) or Key Leadership Position (KLP).

4.2.3. Prefix R (Contingency/War Planner) - Identifies positions on manpower documents and enlisted airmen serving in or qualified to serve in positions requiring functional area expertise, experience, and training in contingency or war planning functions. Prefix R is affixed to duty and control AFSCs when enlisted airmen are assigned to authorize prefix R positions and retained only so long as they are incumbents. It is awarded and affixed to the awarded AFSC (P/2/3/4 AFSC) when enlisted airmen demonstrate contingency or war planner qualifications. It is retained until changed or revoked by the AFSC career field manager with the concurrence of HQ USAF/A3OD.

4.2.4. Prefix T (Formal Training Instructor) - Identifies positions on manpower documents and enlisted airmen serving in, qualified to serve in, or receiving formal instructor training to qualify to serve in formal training instructor positions. Prefix T will not be assigned to non-instructor positions. Affix prefix T to the duty AFSC when enlisted airmen are assigned to authorized prefix T Unit Manning Document (UMD) positions and retained only so long as they are incumbents. Affix prefix T to the control AFSC when enlisted airmen are assigned to these positions, selected for entry into a formal training instructor course leading to such assignment, or selected for instructor duty according to DAFI 36-2110, *Total Force Assignments*. Retain the prefix on control and duty AFSCs only so long as enlisted airmen are incumbents of prefix T positions.

## **5. Skill and Career Progression**

5.1. **Apprentice (3) Level** - The 3-skill level identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of the Services Apprentice Course. The 3F1 Apprentice (3-level) course has been expanded to include Combat Skills Training curriculum; attendees will receive FSSF equivalency credit for 24-months upon graduation from the course. Graduation certificate will serve as documentation of completion. This does not give members Home Station Readiness Training credit. The intent is for 3-level graduates to immediately become incorporated into unit-level training programs. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). Primary duty titles and

positions for 3F1X1 apprentice Airmen include: food service specialist, Intercontinental Ballistic Missile (ICBM) food service specialist, storeroom specialist, fitness center apprentice, readiness and plans specialist, mortuary technician, and community programming recreation specialist.

**5.2. Journeyman (5) Level** - The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and upon promotion to Staff Sergeant. Primary duty titles and positions for Services journeymen include: dining facility shift leader, fitness center specialist, readiness and plans technician, mortuary technician, and Fatality Search and Recovery Team (FSRT) (ANG only).

**5.3. Craftsman (7) Level** - The 7-skill level identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and have acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Primary duty titles and positions for 3F1X1 craftsmen include: dining facility manager, fitness center NCOIC, readiness and plans NCOIC, mortuary NCOIC, FSRT (ANG only), ICBM feeding operations NCOIC, community programming recreation lead, and section chief (MSgts). Craftsmen are able to fill resource management positions, not to exceed 24 months to allow career progression.

5.3.1. AFSVC offers additional management courses to include: Activity Manager Course, Fitness and Sports Management Online, Food Operations Management Course, Online FSS Base Logistics Management Course, NAF Financial Management/Budget & Analysis Course, FSS Training Manager Course, and Community Cohesion Coordinator (C3) Unite Course. Air University (AFHRMS) offers a mortuary affairs course. Readiness and plans and contingency training will continue throughout career development.

5.3.2. SSgts and TSgts are eligible to apply through the Enlisted Quarterly Assignments Listing (EQUAL Plus) advertisements for unique enlisted positions in the 3F1X1 AFSC, such as, but are not limited to:

5.3.2.1. AETC Technical Training Instructor (Services Schoolhouse), Force Support Silver Flag Instructor, AFSVC, Air Force Mortuary Affairs Operations (AFMAO), 3F1 CCAF Program Manager, United States AFCENT Command and MAJCOM Readiness and Plans staff, United States Special Operations Command (USSOCOM) Deployment Cell (D-Cell), Basic Expeditionary Airfield Resources (BEAR) Services Program Manager, Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers (RED HORSE), United States Air Force Expeditionary Center cadre, Munitions Squadrons (MUNS) team member, Air Force Executive Dining Facilities, Presidential Food Service, Mess Management Specialist, AFELM Prime Vendor, European Command Mess NCOIC, and Air Force Academy Fitness Program Manager.

5.3.3. MSgts are also eligible to apply through EQUAL Plus advertisements for unique enlisted positions in the 3F1X1 AFSC, such as but are not limited to:

5.3.3.1. USAFE Inspector General (IG), 3F1 MAJCOM Functional Manager (MFM), 3F1 Functional Area Manager (FAM), AFSVC, Expeditionary Force Support Squadron (EFSS) NAF

Accountant, A1R Readiness and Plans, AFMAO Readiness and Plans Manager, AFMAO and Honor Guard Program and Policy Manager, Services Career Field Training Manager, AFPC FSS Deployment Scheduler, HAF A1 FAM, Force Support Silver Flag Senior Enlisted Leader, USAFE Command Mortuary and Honor Guard Manager, PACAF Command Mortuary and Honor Guard Manager, Services Noncombatant Evacuation Operations (NEO) Senior Enlisted Leader, D-Cell Services Senior Enlisted Leader, and AETC CDC writer.

5.3.3.2. MSgts are eligible to be vectored for Key Developmental Positions by the Services Enlisted Development Team. Services MSgt KDPs are D-coded in organizations at the operational-level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at select squadrons, MAJCOMs, AFPC, AFIMSC, AFSVC, and AFMAO. The CFM maintains a current list for KDP positions.

**5.4. Senior Enlisted Leader (9) Level** - The 9-skill level identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Primary positions for Services Senior Enlisted Leader Airmen include: Force Support Activity/Flight/Squadron Senior Enlisted Leader, Food Service, Fitness, Missile Alert Feeding Facility Operations section chief, and FSRT (ANG only).

5.4.1. SMSgts can be eligible to be vectored for KDPs and KLPs by the Services Enlisted Development Team. Services SMSgt KDPs are D-coded in organizations at the operational-level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at MAJCOMs, AFPC, AFIMSC, AFSVC, and AFMAO. The CFM maintains a current list for SMSgt KDP positions.

**5.5. Chief Enlisted Manager (3F100)** - CMSgts and CMSgt selectees are top enlisted managers in both highly technical skills and in broad areas of managerial and leadership competence. CMSgts will attend developmental courses as directed by their MAJCOM, CFM, and AF/DPE.

**5.6. Personnel Rotations** - After the experiential component of the 7-skill level is achieved, personnel rotations will be dictated by mission requirements and individual career goals. The Services career field requires both generalists and specialists; once the two-core requirement is satisfied, Airmen can remain in a core function for an extended period of time or rotate between different areas at Commander's discretion.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3F1X1 career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed training approach.

6.1. Mortuary Affairs and FSRT (ANG only) satisfies as a readiness core area.

**6.2. 3-Skill Level Upgrade Training Requirements.** All personnel entering the Services specialty will complete the initial skills training, Services Apprentice Course (LCABP3F131

0L4B). The 3F1 Apprentice (3-level) course has been expanded to include Combat Skills Training curriculum; attendees will receive Force Support Silver Flag Training equivalency credit for 24-months upon graduation from the course. Graduation certificate will serve as documentation of completion. This does not give members Home Station Readiness Training credit. The intent is for 3-level graduates to immediately become incorporated into unit-level training programs.

**6.3. 5-Skill Level Upgrade Training Requirements.** Upgrade training to the 5-skill level consists of the following: (1) Completion of 5-level CDCs (2) Completion of all 5-level tasks in the trainee’s assigned core area (3) Meet time-in-training requirements (4) Obtain supervisor recommendation and commander approval for the award of AFSC 3F151. Member must attend all blocks of Home Station Readiness Training. Airmen assigned to missile field duties are exempt from HSRT requirements. Note: 3F1 Airmen are able to fill resource management and community programming and recreation (CP&R) positions, however not to exceed 24 months to allow for career progression

**6.4. 7-Skill Level Upgrade Training Requirements.** Upgrade training to the 7-skill level consists of the following: (1) Completion of 7-Level Course (2) Completion of all 7-level tasks in the trainee’s assigned core area. (3) Must be fully qualified in 2 core areas (4) Meet time-in-training requirements (5) Obtain supervisor recommendation and commander approval for the award of AFSC 3F171. Member must attend all blocks of Home Station Readiness Training. Airmen assigned to missile field duties are exempt from Home Station Readiness Training. Note: 3F1 Airmen are able to fill resource management and community programming and recreation (CP&R) positions, however not to exceed 24 months to allow for career progression

**6.5. 9-Skill Level Upgrade Training Requirements.** Upgrade training to the 9-skill level consists of the following: (1) Must be a SMSgt and (2) Previously awarded the 7-skill level.

**6.6. Chief Enlisted Manager (CEM 3F100) Training Requirements.** The individual will be awarded AFSC 3F100 upon sewing on Chief Master Sergeant.

**7. Community College of the Air Force (CCAF) Academic Programs.**

7.1. Enrollment in CCAF occurs for all enlisted Airmen upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree.

7.2. **Degree Requirements.** Prior to completing an associate degree, the 5-skill level must be awarded, and the following requirements must be met:

<u>Subject</u>	<u>Semester hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6

*General Education	15
Program Elective	15
<hr/>	
<b>Total</b>	<b>60</b>

7.2.1. **Technical Education.** A minimum of twelve (12) semester hours of Technical Core subjects/courses must be applied. The remaining twelve (12) semester hours will consist of Technical Core or Technical Elective requirements.

7.2.2. **Leadership, Management, and Military Studies.** These include Professional Military Education (PME) and management courses received at civilian institutions. Refer to the CCAF General Catalog for transferability of management courses received at civilian institutions.

7.2.3. **General Education.** Courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of Applicable General Education subjects/courses as outlined in the CCAF General Catalog. Five categories of courses must be completed in order to fulfill this requirement. The categories are: Oral Communications, Written Communications, Mathematics, Social Science, and Humanities.

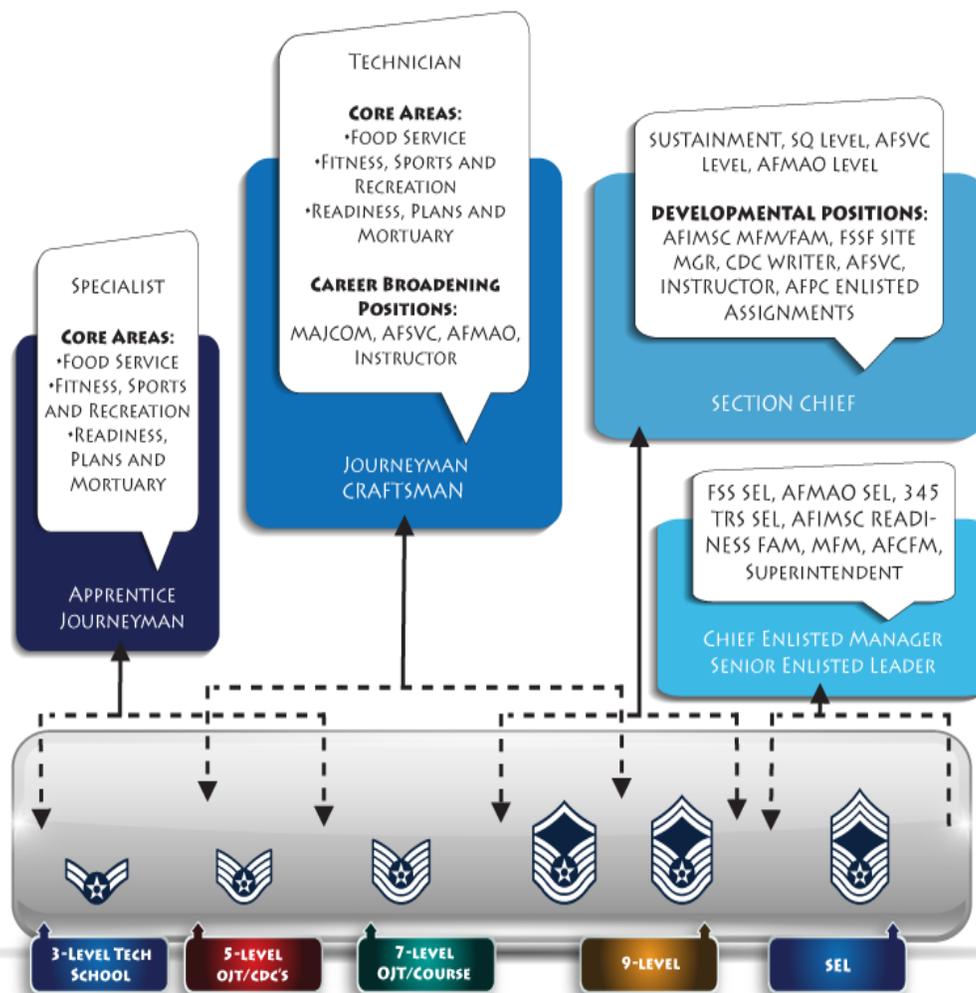
7.2.4. **Program Electives.** These are satisfied with applicable Technical Education, Leadership, Management, and Military Studies, or General Education subjects/courses.

7.3. Additional off-duty education is encouraged for all. Some Special Duty Assignments require candidates to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

## 8. Career Field Path.

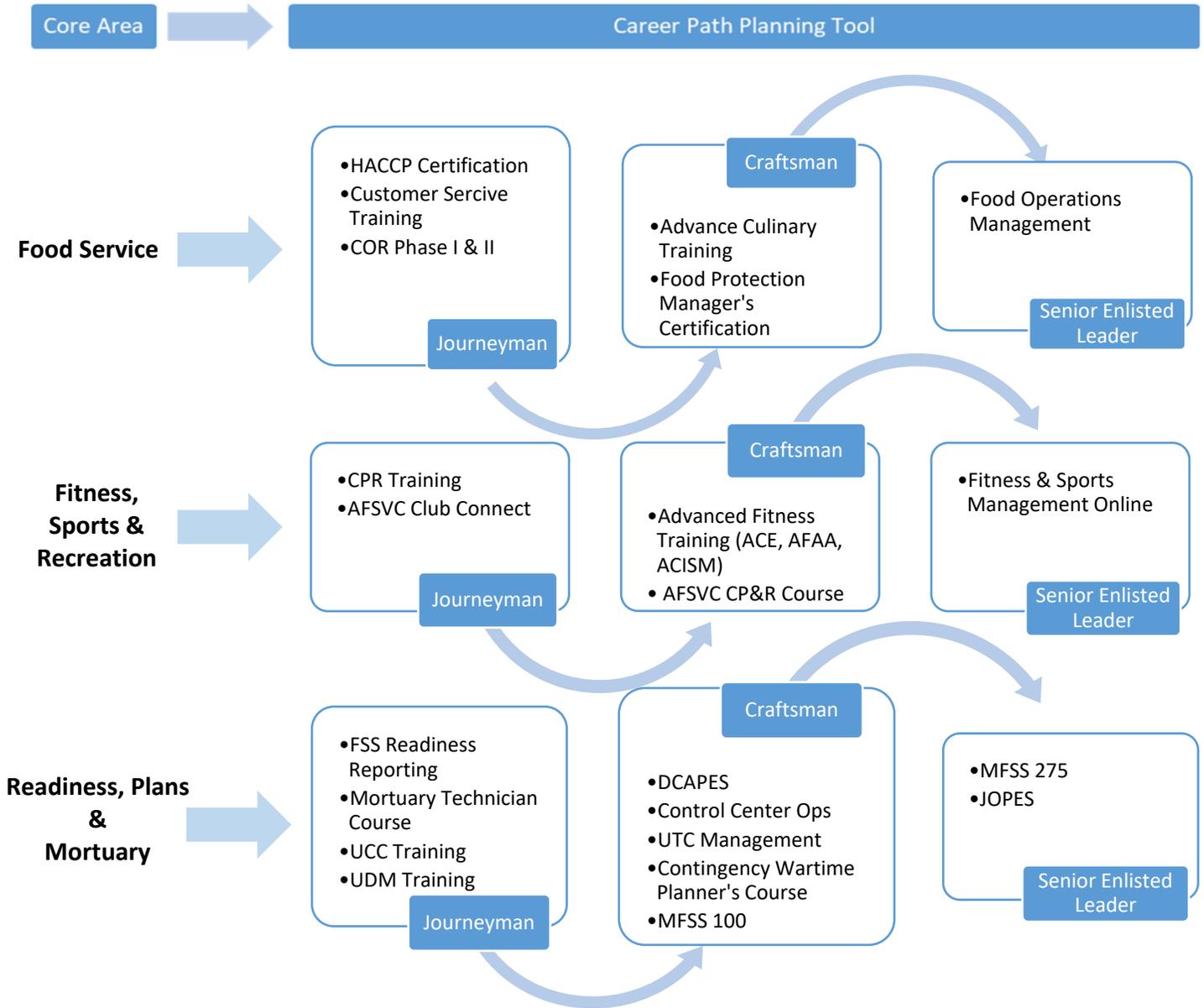
8.1. The 3F1X1 Career Field Path, Figure 1, is a guide that graphically displays the recommended chronological path for a career 3F1X1 Airman. Airmen will use this template as a guide to reference the appropriate development during their careers.

**Figure 1. 3F1X1 Career Field Path**



**8.2. 3F1X1 Career Path Planning Tool.** This tool is a recommended guide for 3F1X1 personnel as they progress from apprentice to Senior Enlisted Leader. Figure 2 details training based on the three Services core areas (ANG only - 4 core areas). It is used as a roadmap to identify appropriate steps for future development into senior enlisted leader, key leadership and developmental positions as shown in Figure 2, 3, and 3.1.

**Figure 2. 3F1X1 Career Progression Planning Tool**



**Figure 3. 3F1X1 Services Career Field Broadening**

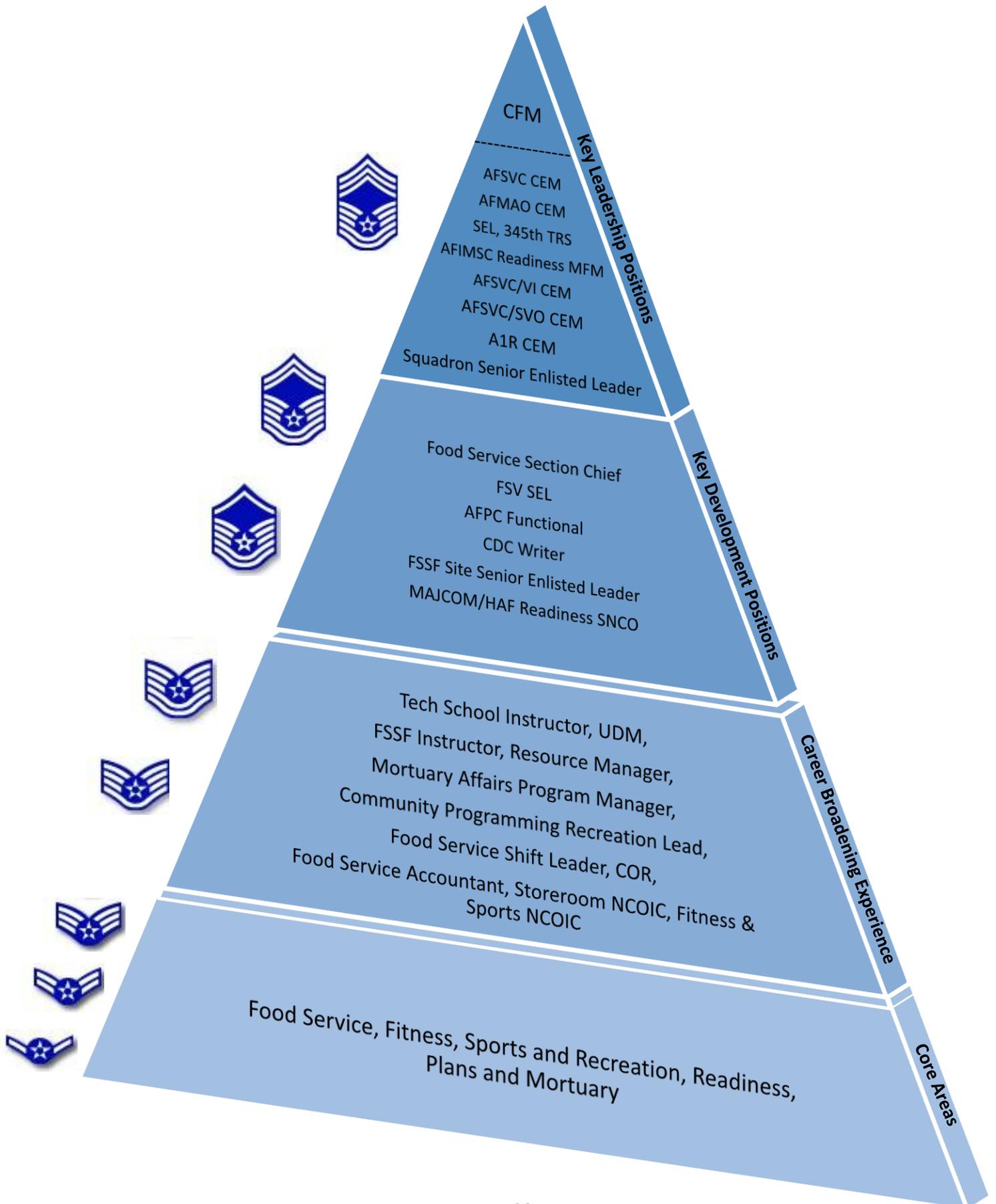


Figure 3.1. 3F1X1 Career Broadening Opportunities



## **SECTION C – Skill Level Training Requirements**

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**9. Purpose.** Skill-level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms and establishes mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, STS, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements.**

Air Force Enlisted Classification Directory description:

10.1. **Knowledge.** Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu forecasting; contingency quarters; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources, procedures, and processes; facility and equipment maintenance procedures; basic business administration concepts; retail operations; responsibilities for mortuary affairs; and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness and plans.

10.2. **Education.** For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable.

#### **10.3. Other requirements:**

10.3.1. The following are mandatory for entry, award, and retention into the 3F1X1 Career Field: Ability to communicate clearly; no record of disciplinary action for financial irresponsibility, shoplifting, larceny and theft: never been convicted by a general, special, or summary courts-martial; never been convicted and sentenced to confinement by a civilian court.

#### **10.4. Apprentice (3F131).**

10.4.1. Knowledge is mandatory of: customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning, contingency quarters, fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and readiness and plans operational requirements.

10.4.2. **Education.** Completion of the Services Apprentice Course (LCABP3F131 0L4B).

10.4.3. **Training.** Training is accomplished through completion of the Services Apprentice Course and is mandatory for new accessions into the career field.

## 10.5. Journeyman (3F151).

10.5.1. **Knowledge.** Qualification in and possession of AFSC 3F131.

10.5.2. **Education.** Completion of 5-level CDCs (Services Journeyman) is mandatory for skill level award. One volume per month is recommended to ensure timely completion of CDCs.

10.5.3. **Training.** Training will primarily consist of OJT. Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP. Trainees will be assigned to their first core area (Food Service or Fitness and Sports) for a minimum of 6-months (12-months if member is deployed for 6-month rotation) to allow for completion of 5-level requirements with minimal interruption. 5-level trainees will be assigned to either Food Service or Fitness at first duty station after technical school. Commanders have final authority to determine if minimum training requirements have been met.

10.5.4. **Experience.** Experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, organizing, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; community support functions; unit readiness programs; APF and NAF budgetary processes and procedures; FSRT (qualifications count toward experience for ANG only).

## 10.6. Craftsman (3F171).

10.6.1. **Knowledge.** Qualification in and possession of AFSC 3F151.

10.6.2. **Education.** Completion of Services Craftsman Course. To ensure timely completion, 90-days is recommended for AD (w/extensions NTE 180-days) and 180-day for ARC (extensions NTE 365-days).

10.6.3. **Training.** Training will primarily consist of OJT. Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.6.4. **Experience.** Qualification in two core areas is mandatory for award of the 7-skill level. 3F1X1 core areas are Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary, and FSRT (ANG only). Experience performing or supervising food service functions or food preparation, managing fitness and sports programs and activities, recreation and community support operations and programs; managing mortuary programs; managing unit readiness programs; managing APF and NAF budgetary sources, procedures, and processes. Assignments to core areas should be at least one year (18-months if working in different core while deployed) and meet training requirements in CFETP and the activity Master Training Plan (MTP). After the 7-level requirements are met, personnel rotations should be based on mission needs and individual career goals. Commanders have final authority to determine if minimum training requirements have been met.

## 10.7. Senior Enlisted Leader (3F191).

10.7.1. **Knowledge.** Qualification in and possession of AFSC 3F171.

10.7.2. **Experience.** Experience managing and operating 3F1X1 specific programs and Force Support programs such as Food Service, Fitness and Sports, Readiness and Plans & Mortuary, Community Support and Resource Management operations.

## **11. Training Sources.**

11.1. Services Apprentice Course (LCABP3F131 0L4B ) is a CCAF accredited course. Successful completion of this course results in the award of AFSC 3F131.

11.2. Customer Service Training. All Airmen will complete the initial customer service classroom training within the first month of assignment to first duty station.

11.2.1. All Services Airmen will complete the Customer Service Refresher CBT or Customer Service Refresher Training hosted by the Unit Training Manager (UTM) on an annual basis.

11.2.2. All Airmen filling a leadership, management, or supervisory position must complete the one-time Customer Services for Supervisors and Managers CBT within 6-months of assuming duties.

11.3. Advanced Culinary Course is an in-residence course taught at Fort Lee, VA. Successful completion of this course will award three semester hours in Culinary Arts, recommended by the American Council of Education. This course is designed for service members from all U.S. armed forces, to include National Guard and Reserve Component, in grade E-5 and above in food service-related specialties, primarily the Enlisted Aides (8A200), but also available for Services personnel who possess or show potential to cultivate higher level cooking skills.

11.4. For AFSVC Training, refer to the Services Installation Support Portal, Training and Development: <https://cs2.eis.af.mil/sites/10042/Pages/SplashPages/AFSVAHome.aspx> for classes available to the 3F1X1 career field.

11.5. Air University's Ira C. Eaker Center for Professional Development: Force Support Professional Development School (FSPDS) is located at Maxwell AFB, AL, and is responsible for leadership development for the Force Support career fields and supervisory development through professional continuing education for the Air Force including the MFSS255 and MFSS275.

11.6. CCAF and various nationally-recognized professional certifications, administered by non-Federal entities, are offered through Air University (AU): (<https://www.airuniversity.af.edu/Barnes/CCAF/>) and (<https://afvec.us.af.mil/afvec/af-cool/search>). These agencies offer Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications, Group Fitness Instructor Certification and others.

11.6.1. The National Commission for Certifying Agencies (NCCA) Accredited certifying Agencies are Academy of Applied Personal Training Education (AAPTE), American Council on Exercise (ACE), American College of Sports Medicine (ACSM) Certification, Cooper Institute for Aerobic Research (CI), Collegiate Strength and Conditioning Coaches association (CSCCA), International Fitness Professionals Association (IFPA), International Sports & Fitness Trainers Association (ISFTA), National Academy of Sports Medicine (NASM), National Alliance for

Youth Sports (NAYS), National Commission for Health Education Credentialing, Inc. (NCHEC), National Council on Strength and Fitness (NCSF), National Exercise and Sports Trainers Association (NESTA), National Exercise Trainers Association (NETA), National Federation of Professional Trainers (NFPT), National Strength and Conditioning Association (NSCA), Training & Wellness Certification Commission (TWCC) and Personal Training Academy (PTA) Global Inc, Distance Education Accrediting Commission (DEAC) accredited certifying agencies are International Sports Science Association (ISSA) and US Career Institute (USCI). These agencies offer Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications, also Group Fitness Instructor Certification.

11.6.2. Culinary Institute of America (CIA) offers the ProChef Certification Level Certified Culinarian and the Basic Skills Course. International Food Service Executives Association (IFSEA) offers the Certified Food Executive, Certified Food Manager, and Master Certified Food Executive certifications. National Restaurant Association Educational Foundation (NRAEF) offers a Food Protection Manager's Certification.

### **Notes/Disclaimers:**

Non-Formal Education Institutions are responsible for the standards and administration of their respective certifications.

Title 5, U.S.C., Section 5757, provides that an agency may use APFs to pay for: 1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and 2) examinations to obtain such credentials.

Air Force organizations may use O&M funds to pay membership fees in professional organizations only in the name of the Air Force organization and only if the membership will benefit the organization's mission. Air Force activities may not use O&M funds to pay for membership fees that are in the name of an individual.

## **12. Implementation**

12.1. Implementation of the 3F1X1 career progression path is best represented by showing the timeline in the career of our Airmen. The tables that follow represent the Air Force Enlisted Force Development path.

**Table 1: Active Duty Education and Training**

Education and Training Requirements	Grade Requirements		
	Rank	Average Sew-On	Earliest Sew-On
<b>Basic Military Training School</b>			
<b>Apprentice Technical School</b>	AB Amn A1C	6-months 16-months	
<b>Upgrade To Journeyman (5-Skill Level)</b> - Complete all 5-level CDCs - Complete all 5-level tasks identified in the General Training Area Requirements of the STS. - Complete all 5-level tasks identified in the Home Station Training Area Requirements of the STS. - Complete all of the 5-level tasks in at least one of the three core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary	AB Amn A1C SrA	6-months 16-months 3-years	28-months
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 3 year time in service - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	<b><u>Trainer</u></b> - Trained and qualified to perform the task to be trained - Must attend the Air Force Training Course (AFTC)		
<b>Upgrade to Craftsman (7-Skill Level)</b> - Minimum rank of SSgt - Must be fully qualified in 2 core areas (Note 1) - Complete 7-Level Course - Complete all 5 and 7-level tasks identified in the General Training Area Requirements of the STS. - Complete all 5 and 7-level tasks identified in the Home Station Training Area Requirements of the STS. - Complete all of the 5 and 7-level tasks in the assigned core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary - Must be fully qualified in 2 core areas (core area credit can be achieved if assigned to Community and Resource Management positions)	SSgt	3.9 Years	3 Years
<b>Non-Commissioned Officer Academy (NCOA)</b> - Must be a TSgt or MSgt Selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt MSgt	9.3 years 14.4 years	5 Years 8 Years

<p><b>Upgrade to Senior Enlisted Leader (9-Skill Level)</b>  - Minimum rank of SMSgt</p> <p><b>USAF Senior NCO Academy (SNCOA)</b>  - Must be a MSgt, SMSgt or SMSgt Selectee</p>	SMSgt	17.8 years	11 Years
<p><b>Senior Enlisted Leader (SEL)</b>  - MAJCOM CMSgt Orientation  - Chief Leadership Course  - FSS Operational Leadership Course  (If selected for FSS/CEM position and course quotas are available)</p>	CMSgt	21.3 years	14 years
<p><b>Note 1:</b> Fully qualified is defined as the trainee having completed all tasks in the assigned core area and Master Training Plan</p>			

**Table 2: Active Duty Retraining Requirements**

<b>Active Duty Retraining Requirements</b>
<b>3-Level Retraining Requirements</b>
- Complete Initial Skills Course
<b>OR</b>
- If Initial Skills Course quota is not available the trainee must have CFM approval through the MFM for upgrade to 3-level using the approval process listed below
- Complete tasks listed in Part II, STS, Column 3
- Complete other duty position requirements as identified by the supervisor
- Have supervisor recommendation
- Once the individual has met all training requirements, the Unit Training Manager will prepare a letter and coordinate through the Unit/CC for approval/upgrade
<b>5-Level Retraining Requirements</b>
- Complete all 5-level CDCs
- Complete all 5-level tasks identified in the General Training Area Requirements of the STS
- Complete all 5-level tasks identified in the Home Station Training Area Requirements of the STS
- Complete all of the 5-level tasks in at least one of the three core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary
- Have supervisor recommendation
<b>7-Level Retraining Requirements</b>
- Complete 7-level Course
- Complete all 5 and 7-level tasks identified in the General Training Area Requirements of the STS
- Complete all 5 and 7-level tasks identified in the Home Station Training Area Requirements of the STS
- Complete all of the 5 and 7-level tasks in the assigned core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary
- Must be fully qualified in 2 core areas (Core Area credit can be achieved if assigned to community and resource management positions)
- Other duty position requirements as identified by supervisor
- Have supervisor recommendation

**Table 3: Air Reserve Component (ARC) Education and Training**

<b>EDUCATION AND TRAINING REQUIREMENTS (ARC)</b> <i>Note: Both the ANG and AFRC make up the Air Force Reserve Component (ARC)</i>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b>Apprentice Technical School (3-Skill Level)</b>				
- Graduate Services Apprentice Course	Amn A1C	6-mos 16-mos		
<b>Upgrade to Journeyman (5-Skill Level)</b>				
<ul style="list-style-type: none"> <li>- Minimum of 12 months OJT</li> <li>- Complete all 5-level CDCs</li> <li>- Complete all 5-level tasks identified in the General Training Area Requirements of the STS</li> <li>- Complete all 5-level tasks identified in the Home Station Training Area Requirements of the STS</li> <li>- Complete all of the 5-level tasks in at least one of the three core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans &amp; Mortuary</li> </ul>	None			
<b>Airman Leadership School (ALS)</b>				
<ul style="list-style-type: none"> <li>- Must be SrA with 48-months' time in service or SSgt selectee</li> <li>- ALS/Correspondence Course required to sew on SSgt</li> <li>- Most current EPME policy applies</li> </ul>	SrA			
<b>Trainer</b>				
<ul style="list-style-type: none"> <li>- Must attend formal AF Trainer Course and appointed by Commander</li> <li>- Trainers must be qualified/certified on tasks to be trained</li> <li>- May be 3-level if requirements are met IAW DAFI 36-2670, <i>Total Force Development</i></li> </ul>	None			
<b>Upgrade to Craftsman (7-Skill Level)</b>				
<ul style="list-style-type: none"> <li>- Minimum 12-months OJT Must be fully qualified in two core areas (Note 1)</li> <li>- Complete all CDCs within 12-months of enrollment</li> <li>- Complete the 7-level Course</li> <li>- Complete all 5 and 7-level tasks identified in the General Training Area Requirements of the STS.</li> <li>- Complete all 5 and 7-level tasks identified in the Home Station Training Area Requirements of the STS</li> <li>- Complete all of the 5 and 7-level tasks in the assigned core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness, Plans and Mortuary, and FSRT (ANG only)</li> <li>- Must be fully qualified in 2 core areas (Core Area credit can be achieved if assigned to community and resource management positions)</li> </ul>	SSgt	4.5 yrs	4 yrs	15 yrs
<b>Other Training</b>				

Noncommissioned Professional Enhancement Course	SSgt			
<b>Noncommissioned Officer Academy (NCOA)</b>				
- Most current AF EPME policy applies	TSgt	8.2 yrs	6 yrs	20 yrs
	MSgt	13.1 yrs	8 yrs	24 yrs
<b>Senior Noncommissioned Officer Academy (SNCOA)</b>				
- Most current AF EPME policy applies	MSgt			
<b>Upgrade to Senior Enlisted Leader (9-Skill Level)</b>				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	26 yrs
<b>Additional Training</b>				
- Chief Master Sergeant Leadership Course (CLC)	CMSgt	22 yrs	14 yrs	30 yrs
- Chief Master Sergeant Orientation Course (COC)	CMSgt	22 yrs	14 yrs	30 yrs
<b>Note 1:</b> Fully qualified is defined as the trainee having completed all tasks in the assigned core area. Food Service, Fitness, Sports and Recreation, Readiness and Plans & Mortuary and FSRT represent core areas for the ANG only				

**Table 4: ARC Retraining Requirements**

<b>ARC Retraining Requirements</b>
<b>3-Level Retraining Requirements</b>
- Completion of the Initial Skills Course (LCABP3F131 0L4B)
<b>OR</b> Retrainee with prior certification and ARC equivalent of CFM approval waiver package. (See Note) IAW DAFI 36-2670, <i>Total Force Development</i>
<b>OR</b> If retrainee is MSgt or above can submit waiver package (Note)
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS
- The trainee must complete other duty position requirements as identified by the supervisor
- Other duty position requirements identified by the supervisor. ANG will attend all <u>three</u> Skills Enhancement Courses; Air National Guard Course – Food Service Manager, Air National Guard Course – Base Services Manager and Air National Guard Course -- Mortuary Affairs
<b>5-Level Retraining Requirements</b>
- Minimum 9-months in UGT
- Complete all 5-level CDCs
- Complete all 5-level tasks identified in the General Training Area Requirements of the STS
- Complete all 5-level tasks identified in the Home Station Training Area Requirements of the STS
- Complete all of the 5-level tasks in at least one of the three core areas of the STS: Food Service, Fitness, Sports and Recreation, and Readiness, Plans and Mortuary
- ANG -- Complete all OJT tasks identified in the MTL
- Other duty position tasks identified by supervisor
<b>7-Level Retraining Requirements</b>
- Rank of SSgt
- Complete the Services Craftsman Course
- Complete all 5 and 7-level tasks identified in the General Training Area Requirements of the STS
- Complete all 5 and 7-level tasks identified in the Home Station Training Area Requirements of the STS
- Complete all of the 5 and 7-level tasks in the assigned core areas of the STS: Food Service, Fitness, Sports and Recreation, Readiness and Plans & Mortuary
- Must be fully qualified in 2 core areas (Core Area credit can be achieved if assigned to Community and Resource Management positions)
- ANG -- Complete all OJT tasks identified in the MTL for 2 core areas

- Minimum of 9 months in UGT

- Other duty position tasks as identified by supervisor

**Note:** IAW DAFI 36-2670, *Total Force Development*, ARC (to include IMAs) HQ-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of CFM. Waivers are reviewed for approval/disapproval on a case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level, and 7-skill level courses. ANG ONLY - MSgt and above seeking a waiver review ANG CFM training guidance

## **SECTION D – Resource Constraints**

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**13. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, such as cost or manpower, and an impact statement describing what effect each constraint has on training.

13.1. Apprentice Level Training Constraints: There are no resource constraints at this time.

13.2. Journeyman Level Training Constraints: There are no resource constraints at this time.

13.3. Craftsman Level Training Constraints: There are no resource constraints at this time.

13.4. Senior Enlisted Leader Level Training Constraints: There are no resource constraints at this time.

## **SECTION E – Transition Training Guide**

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“There are currently no transition training requirements. This area is reserved.”

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

BRIAN T. KELLY  
Lieutenant General, USAF  
Deputy Chief of Staff,  
Manpower, Personnel and Services

## Part II

### SECTION A – Specialty Training Standard

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**1. Implementation.** This STS will be used for technical training provided by AETC for Apprentice classes. Additionally, this STS will be used to identify tasks that will be included in 3F1X1 readiness training, including FSSF (BEAR UTCs and/or specialized equipment) and HSRT.

**2. Purpose.** As prescribed in DAFI 36-2670, *Total Force Development*, this STS:

**2.1. Column 1 (Tasks, Knowledge, and Technical References).** Lists the most common tasks, knowledge, and supporting technical references (TR) necessary for Airmen to perform duties in the 3-, 5-, 7-, and 9-skill level.

**2.2. Column 2 (Tasks / Certifier).** Identifies tasks (specialty-wide training requirements) by either a 5- or 7- to identify the appropriate skill level. Tasks that require a third-party certification are identified by a circumflex (^).

**2.2.1 Deployment / SEI.** Tasks identified by an asterisk (\*) are considered wartime tasks and are critical to the career field. Tasks identified by a plus symbol (+) are required to obtain a specific Special Experience Identifier (SEI).

**2.3. Column 3 (Certification for OJT).** Used to record completion of tasks and knowledge training requirements. Use the automated training record application to document individual training.

**2.4. Column 4 (Proficiency Codes Used to Indicate Training/Information Provided).** Shows the proficiency to be demonstrated on the job by the graduate as a result of initial skills training on the task and the career knowledge provided by the correspondence course.

**NOTE:** All tasks for 3-skill level will be accomplished in an expedited manner during wartime (tasks and knowledge items shown with a proficiency code in column 4A1). Academic days are extended to 12-hours, six days a week for the duration of the course

**2.5. Qualitative Requirements.** Figure 4 contains the proficiency key used to indicate the level of training and knowledge provided by resident training and career development courses.

**Figure 4: Proficiency Code Key**

<b>Proficiency Code Key</b>		
	Scale Value	<b>Definition:</b> The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task ( <b>Extremely limited</b> )
	2	Can do most parts of the task. Needs only help on hardest parts ( <b>Partially Proficient</b> )
	3	Can do all parts of the tasks. Needs only a spot check of completed work. ( <b>Competent</b> )
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task ( <b>Highly Proficient</b> )
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. ( <b>Nomenclature</b> )
	b	Can determine step-by-step procedures for doing the task. ( <b>Procedures</b> )
	c	Can identify why and when the task must be done and why each step is needed. ( <b>Operating Principles</b> )
	d	Can predict, isolate, and resolve problems about the task. ( <b>Advanced Theory</b> )
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject ( <b>Facts</b> )
	B	Can identify relationship of basic facts and state general principles about the subject ( <b>Principles</b> )
	C	Can analyze facts and principles and draw conclusions about the subject. ( <b>Analysis</b> )
	D	Can evaluate conditions and make proper decisions about the subject. ( <b>Evaluation</b> )
<b>Explanations</b>		
*	A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)	
**	A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.	
-	This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC	
◇	This symbol indicates the task is considered a contingency/war task and is critical to the career field	
□	This symbol indicates Chemical, Biological, Radiological, and Nuclear (CBRN) /tasks. Task Qualification Training (TQT) while wearing Chemical Warfare Defense Ensemble (CWDE) IAW DAFI 10-2501. Tasks identified are the minimum TQT requirements. Commanders may identify more wartime training tasks to meet their mission needs.	
NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime		

1. Tasks, Knowledge And Technical References	2. Core Tasks		3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
	Core/Certifier	Deployment * / SEI +	A	B	C	D	E	A	B	C	D
			Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level	9 Skill Level
<b>GENERAL TRAINING AREA REQUIREMENTS</b>											
<b>1. OCCUPATIONAL SAFETY AND HEALTH</b>											
1.1. Air Force Occupational Safety and Health (ASOSH) TR: DAFMAN 91-203, DAFI 91-202, DoDI 6055.01		*						A	-	-	-
1.2. Work Area Hazards TR: DAFMAN 91-203, DAFI 91-202, DAFI 90-821, 29 CFR 1910.1200		*						A	-	-	-
1.3. Respond to a Safety Hazard TR: DAFI 91-202, DAFI 91-225, DAFI 11-215, DAFI 51-1101, DAFI 91-204, TO 00-5-1, TO 00-35D-54		*						b	-	-	-
1.4. Safe Use of Cleaning Agents TR: DAFI 90-821, DAFI 91-202		*						A	-	-	-
1.5. Fire Prevention Procedures TR: DAFMAN 91-203, DAFI 32-3001		*						B	-	-	-
1.6. Apply Lifting Techniques TR: DAFMAN 91-203		*						2b□	-	-	-
1.7. Apply Safety Practices when Working with Equipment TR: DAFMAN 91-203		*						2b□	-	-	-
1.8. Apply Safety Procedures when Working in Facilities TR: DAFMAN 91-203		*						2b	-	-	-
<b>2. TRAINING AND PROFESSIONAL DEVELOPMENT</b>											
2.1. Purpose of CFETP TR: DAFI 36-2670								A	B	-	-
2.2. Trainee/Trainer Responsibilities TR: DAFI 36-2670								A	B	-	-
2.3. 3FIX1 AFSC duties TR: DAFI 36-2670								A	B	-	-
2.4. Customer Service Training TR: DAFI 36-2670								A	A◇	A◇	-

2.5. Develop Work Center Training Plan/Master Task List TR: DAFI 36-2670								-	a	b	-
2.6. Industry Level Certification Opportunities TR: DAFI 36-2670								-	A	A	-
2.7. Readiness Training Requirements TR: DAFI 10-405, DAFI 34-301, DAFI 36-3802, I - PLAN		*						A	B	-	-
2.8. Evaluation Criteria and Responsibilities in Force Support Legacy Awards/Recognition Programs TR: A1 Awards Program Guidance								-	A	B	-
2.9. Vehicle Requirements TR: DAFI 91-207								-	A	A	-
2.10. COR Phase 1 Training TR: DAFI 64-105								-	A $\diamond$	-	-
<b>3. RESOURCE MANAGEMENT</b>											
<b>3.1. Sources of Funds/Income</b>											
3.1.1. Appropriated Funds TR: DAFI 65-106, DAFI 65-201 Vol 1 & 2								A	B	B	-
3.1.2. Nonappropriated Funds TR: DAFI 34-101, DAFI 34-108, DAFMAN 34-201, DAFMAN 34-202, DAFPD 34-1								A	B	B	-
3.1.3. Budgeting Concepts TR: DAFI 65-106, DAFI 65-107, DAFMAN 34-209								-	B	B	-
3.1.4. Prepare Budgets TR: NAF Budget & Financial Analysis Program User Guide								-	-	2b $\diamond$	-
<b>3.2. Contracts</b>											
3.2.1. Types of Contracts TR: DAFI 63-138, DAFI 64-102, DoDI 5000.72								-	A	B	-
3.2.2. Statement of Work (SOW) (e.g. Contingency Contract Clause) TR: DAFI 63-138, DAFI 64-105, FAR 1.604, DFARS PGI 201.602, AFFARS MP 5301.602-2(d), DoDI 5000.72.								-	B	b	-
3.2.3. Contracting Officer Representative (COR) & Quality Assurance Responsibilities TR: DAFI 64-105, DAFI 91-202								A	B	b	-
<b>3.3. Protection of Assets &amp; Internal Controls</b>											
3.3.1. Asset Accountability TR: DAFMAN 34-204, DAFMAN 34-201								-	A	B	-

3.3.2. Change Fund Procedures TR: DAFI 31-101, DAFMAN 34-202, DAFMAN 34-209								-	A	B	-
3.3.3. Cashier Procedures TR: DAFMAN 34-202								A	A	B	-
3.3.4. Make Change TR: AFMAN 34-202								1a	-	-	-
3.3.5. Anti-Robbery Procedures TR: DAFMAN 34-202								A	B	-	-
3.3.6. Internal Controls & Inventory Principles TR: DAFI 65-201, DAFMAN 34-202, DAFPD 65-2		*						A	A	B	-
3.3.7. Inventory Principles TR: DAFMAN 34-209								A	B	B	-
3.3.8. Conduct an Inventory TR: DAFMAN 34-209								-	2b $\diamond$	-	-
3.3.9. Food and Water Defense TR: DAFMAN 34-240								-	A	B	-
<b>3.4. Equipment and Asset Management</b>											
3.4.1. Services Equipment Replacement TR: DAFI 34-101								-	A	B	-
3.4.2. Facility Improvement Requirements TR: DAFI 34-205, DAFI 65-106, DAFMAN 34-201								-	A	B	-
3.4.3. Prepare a 5-year Financial & Strategic Plan TR: DAFMAN 34-209								-	a	2b $\diamond$	-
<b>4. MARKETING</b>											
4.1. Marketing Concepts TR: DAFI 34-101, DAFI 34-108								-	A	B	-
4.2. Plan Marketing/Advertising TR: DAFMAN 10-1004, DAFI 34- 108, DAFI 33-332, DoDI 1015.10								a	a	b	-
<b>5. EVENT PLANNING</b>											
5.1. Types of Events TR: DAFI 34-101								-	A	B	-
5.2. Coordinate an Event TR: DAFI 34-101								-	2b	-	-
<b>6. HUMAN RESOURCE MANAGEMENT</b>											
6.1. Unit Manpower Document (UMD) TR: DAFI 38-101, DAFMAN 38-102, DAFPD 36-81								-	A	B	-
6.2. Unit Personnel Manpower Roster (UPMR) TR: DAFI 38-101, DAFMAN 38-102								-	A	B	-

6.3. Authorization Change Requests TR: DAFI 38-101								-	-	B	-
6.4. APF Position Descriptions (Military & Civilians) TR: DAFPD 36-1, DAFI 36-1401, DAFI 38-101, DAFI 65-106								-	A	B	-
6.5. NAF Position Descriptions TR: DAFI 38-101								-	A	B	-
6.6. NAF Memorandum of Agreement (MOA) TR: DAFMAN 34-209, DAFI 34-301, DAFMAN 64-302, DAFPD 34-3								-	A	B	-
<b>HOME STATION READINESS TRAINING REQUIREMENTS</b>											
<b>7. HOME STATION READINESS TRAINING REQUIREMENTS</b>											
7.1. PRIME RIBS Mission TR: DAFI 36-3802		*						A	B	B	-
7.2. Contingency Planning											
7.2.1. Base Support Plans (BSP)/Continuity of Operations (COOP) TR: DAFI 10-404		*						-	A	B	-
7.2.2. Services War Reserve Materiel (WRM) Assets TR: DAFI 25-101, DAFPD 25-1		*						A	A	B	-
7.2.3. Basic Expeditionary Airfield Resources (BEAR) Assets TR: DAFI 25-101		*						A	A	B	-
7.2.4. Command & Control Operations TR: DAFI 10-401		*						-	B	-	-
7.2.5. Operational Plans (OPLANS) TR: DAFI 10-401		*						-	-	B	-
7.2.6. Situational Reports TR: DAFI 10-401, DAFPD 34-1		*						A	A	B	-
7.2.7. After Action Reports TR: DAFI 36-3802		*						A	A	B	-
7.2.8. Time Phase Force Deployment Data (TPFDD) Management TR: DAFI 10-401		*						-	A	B	-
7.2.9. Deployment Requirements Manning Document (DRMD) TR: DAFI 10-401		*						-	A	B	-
7.2.10. War Mobilization Plan Volume1, Services Supplement TR: DAFI 10-401, DAFPD 34-1		*						A	A	B	-

7.2.11. Force Beddown TR: DAFI 10-401, DAFPD 34-1		*						<b>A</b>	<b>A</b>	<b>B</b>	-
7.2.12. Development of Force Beddown Plans TR: DAFI 10-401, DAFPD 34-1,		*						-	<b>a</b>	<b>b</b>	-
7.2.13. Erect Contingency Shelters (e.g. SSS and TEMPER) TR: DAFPD 34-1		*						<b>2b</b> □	<b>2b</b> ◇□	<b>2b</b> ◇□	-
7.2.14. Global Force Management (GFM) TR: DAFI 10-401		*						<b>A</b>	<b>A</b>	<b>B</b>	-
7.2.15. Unit Type Code (UTC) Concepts TR: DAFI 10-401, DAFI 10-403, DAFI 10-404, DAFI 38-101, DAFI 36- 3802		*						<b>A</b>	<b>A</b>	<b>B</b>	-
<b>7.3. Contingency Feeding</b>											
7.3.1. Setup and Operate Field Feeding Platforms TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						<b>2b</b> □	<b>2b</b> ◇□	<b>2b</b> ◇□	-
7.3.2. Demonstrate Use of Babington Airtronic Burner (e.g. Troubleshooting) TR: DAFMAN 34-240, DAFTTP 3- 34.1, Babington Burner Manual		*						<b>2b</b> □	<b>2b</b> ◇□	<b>2b</b> ◇□	
7.3.3. Contingency Feeding Planning Factors/Concepts TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						<b>A</b>	<b>A</b>	<b>B</b>	-
7.3.4. Complete Contingency Accounting Documentation TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						<b>1a</b>	<b>2b</b> ◇	<b>2b</b> ◇	-
<b>7.4. Operational Rations</b>											
7.4.1. Meals Ready to Eat (MRE) TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						<b>A</b>	<b>A</b>	<b>B</b>	-
7.4.2. Prepare and Serve Standard Unitized Group Rations (UGRs) TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						<b>2b</b>	-	-	-
7.4.3. A- Rations TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						-	<b>A</b>	<b>B</b>	-
7.4.4. Procedures for Ordering Operational Rations TR: DAFMAN 34-240, DAFTTP 3- 34.1		*						-	<b>A</b>	<b>B</b>	-
7.4.5. Field Food and Water Protection Program TR: DAFMAN 10-246, DAFTTP 3- 34.1		*						<b>A</b>	<b>A</b>	<b>B</b>	-
<b>7.5. Contingency Quarters</b>											

7.5.1. Contingency Quarters Accountability TR: DAFTTP 3-34.1		*						-	B	B	-
7.5.2. Perform Contingency Quarters Assignments/Locator Services TR: DAFTTP 3-34.1		*						1a	1a◇	2b◇	-
7.5.3 Self-Help/Contract Laundry Planning Requirements TR: DAFTTP 3-34.1		*						A	A	B	-
<b>7.6. Contingency Fitness and Sports CONOPS</b>											
7.6.1. Contingency Fitness and Sports CONOPS TR: DAFI 34-266, DAFMAN 36- 2905, DAFTTP 3-34.1		*						A	A	B	-
<b>7.7. NAF Accounting</b>											
7.7.1. Contingency NAF Accounting TR: DAFI 32-1020, DAFMAN 34- 201, DAFMAN 34-202, DAFMAN 34-209, DAFMAN 64-302, DAFTTP 3-34.1		*						-	A	B	-
7.7.2. Perform NAF Financial Management Functions TR: DAFI 32-1020, DAFMAN 34- 201, DAFMAN 34-202, DAFMAN 34-209, DAFMAN 64-302, DAFTTP 3-34.1		*						-	2b◇	2b◇	-
7.7.3. Perform NAF Resale Operations TR: DAFI 32-1020, DAFMAN 34- 201, DAFMAN 34-202, DAFMAN 34-209, DAFMAN 64-302, DAFTTP 3-34.1		*						1a	2b◇	b	-
<b>7.8. Contingency Recreation</b>											
7.8.1. Directed Events/Programs TR: DAFI 34-266, DAFTTP 3-34.1,		*						A	A	B	-
7.8.2. Self-Directed Events/Programs TR: DAFI 34-266, DAFTTP 3-34.1		*						A	A	B	-
7.8.3. Plan and Execute an Event TR: DAFI 34-266, DAFTTP 3-34.1		*						1a	2b◇	b	-
7.8.4. Entertainment TR: DAFTTP 3-34.1		*						A	A	B	-
7.8.5. Learning Resource Centers (LRCs) CONOPS TR: DAFTTP 3-34.1		*						-	A	B	-
<b>7.9. Alcohol Resale Operations</b>											

7.9.1. DRAM Shop and Theory of Legal Liability TR: DAFI 34-219, DAFI 34-101, DAFI 65-106, DoDI 1330.21		*						-	A	B	-
7.9.2. Apply DRAM Shop and Theory of Legal Liability TR: DAFI 34-219, DAFI 34-101, DAFI 65-106, DoDI 1330.21		*						-	a	b	-
7.9.3. Responsibilities for Control and Sale of Alcoholic Beverages TR: DAFI 34-219, DAFI 34-101, DAFI 65-106, DoDI 1330.21		*						-	A	B	-
7.9.4. Drunk and Drugged Driving Program and Bystander Intervention TR: DAFI 90-5001, DoDI 1330.21		*						-	A	B	-
7.9.5. Purchasing Alcoholic Beverages for Resale TR: DAFI 34-219, DAFI 34-101, DAFI 65-106, DoDI 1330.21		*						-	A	B	-
7.9.6. Alcohol Deglamorization TR: DAFI 34-219, DAFI 34-101, DAFI 65-106, DoDI 1330.21		*						-	A	B	-
<b>7.10. Contingency Mortuary Operations</b>											
7.10.1. Mortuary Affairs Collection Point TR: DAFI 34-160, JP 4-06		*						A□	B□	B□	-
7.10.2. Perform Remains Processing TR: DAFI 34-160, JP 4-06		*						1a□	2b◇□	b□	-
7.10.3. Complete Contingency Mortuary documentation TR: AFI 34-160, JP 4-06		*						1a	2b◇	b	-
7.10.4. Fatality Search and Recovery Team (FSRT) (Air National Guard Only) TR: DAFI 34-160		*						A	A	-	-
7.10.5. Perform Search and Recovery TR: DAFI 34-160, JP 4-06		*						1a□	2b◇□	b□	-
<b>7.11. Contracting Officer Representative (COR)</b>											
7.11.1. COR Concepts TR: DAFI 64-105, DAFI 91-202		*						-	A	B	-
<b>FOOD CORE AREA TRAINING REQUIREMENTS</b>											
<b>8. SANITATION AND PERSONAL HYGIENE</b>											
8.1. Personal Hygiene Requirements TR: DAFI 36-2903, DAFI 48-117, DAFMAN 48-147		*						2b	b	-	-

8.2. Sanitize Facilities TR: DAFI 34-101, DAFI 48-117, DAFMAN 48-147		*						<b>2b</b>	<b>b</b>	-	-
8.3. Sanitize Equipment TR: DAFI 34-101, DAFI 48-117, DAFMAN 48-147		*						<b>2b</b>	<b>b</b>	-	-
8.4. Communicable Diseases TR: DAFI 10-2519, DAFI 48-117, DAFMAN 48-147		*						<b>A</b>	<b>B</b>	-	-
8.5. Perform Disease Control Measures TR: DAFI 10-2519, DAFI 48-117, DAFMAN 48-147		*						<b>2b</b>	<b>b</b>	-	-
8.6. Prevention of Insect and Rodent Infestation TR: DAFI 48-117, DAFMAN 48-147		*						<b>B</b>	<b>b</b>	-	-
8.7. Machine and Manual Dish Washing Procedures TR: DAFMAN 48-147		*						<b>A</b>	-	-	-
8.8. Apply Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: DAFI 48-116, DAFMAN 48-147		*						<b>2b</b>	<b>b</b>	<b>b</b>	-
<b>9. FUNDAMENTALS OF FOOD PREPARATION</b>											
9.1. Cooking Terms and Methods TR: DAFMAN 34-240, Culinary Fundamentals by the American Culinary Federation		*						<b>A</b>	<b>B</b>	-	-
9.2. Moist and Dry Heat Cooking Methods (e.g. chargrill). TR: DAFMAN 34-240, Culinary Fundamentals by the American Culinary Federation		*						<b>A</b>	-	-	-
9.3. Seasoning Concepts TR: Foundations of Food Preparation, 4th Edition		*						<b>A</b>	-	-	-
9.4. Measure Ingredients TR: Foundations of Food Preparation, 4th Edition		*						<b>2b</b>	-	-	-
9.5. Apply Taking Temperature Techniques TR: ServSafe Manager Handbook		*						<b>2b</b>		-	-
9.6. Apply Progressive Cooking and Waste Prevention Techniques TR: DAFMAN 34-240, National Apprenticeship Training Program for Cooks		*						<b>1a</b>	<b>b</b>	-	-
9.7. Apply Knife Skill Techniques TR: DAFMAN 34-240, Culinary Fundamentals by the American Culinary Federation		*						<b>2b</b>	-	-	-
9.8. Perform Taste Test TR: DAFMAN 48-147, Tri-Service Food Code		*						<b>2b</b>	-	-	-

9.9. Apply Leftover Procedures TR: DAFMAN 48-147, Tri-Service Food Code		*						<b>1a</b>	<b>b</b>	-	-
9.10. Flight and Ground Support Meals TR: DAFMAN 34-240		*						<b>A</b>	<b>B</b>	-	-
<b>10. PREPARE FOODS</b>											
10.1. Prepare Beef TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.2. Prepare Seafood TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.3. Prepare Poultry TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.4. Prepare Pork TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.5. Prepare Eggs TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.6. Prepare Fruits TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.7. Prepare Vegetables TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.8. Prepare Salads TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.9. Prepare Sauces and Gravies TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.10. Prepare Soups TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.11. Prepare Beverages and Beverage Stations TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-
10.12. Prepare Starches TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						<b>2b</b>	-	-	-

10.13. Prepare Sandwiches TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu		*						2b	-	-	-
10.14. Prepare Pizza TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu								2b	-	-	-
10.15. Prepare Quick breads TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu								2b	-	-	-
10.16. Prepare Cookies TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu								2b	-	-	-
10.17. Prepare Pastries TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu								2b	-	-	-
10.18. Prepare Cakes and Frosting TR: CrunchTime, Air Force Food Service Recipe System, The Preface to the World Wide Menu								2b	-	-	-
<b>11. SERVING LINE TECHNIQUES</b>											
11.1. Garnish Food TR: Air Force Services Food and Beverage Portal								2b	-	-	-
11.2. Display/Replenish Food on Serving Line TR: Air Force Services Food and Beverage Portal		*						2b	-	-	-
11.3. Carve Meats TR: Air Force Services Food and Beverage Portal		*						2b	-	-	-
11.4. Select Serving Utensils TR: Air Force Services Food and Beverage Portal		*						2b	-	-	-
11.5. Serve Proper Portions of Food TR: Air Force Services Food and Beverage Portal		*						2b	-	-	-
<b>12. FOOD SERVICE OPERATIONS</b>											
12.1. Daily Operations											
12.1.1. Types of Operations TR: MAFJQS								A	B	-	-
12.1.2. Authorized Customers and Charges TR: DAFMAN 34-240								A	B	-	-
12.1.3. Emergency Feeding TR: DAFMAN 34-240		*						A	B	-	-

12.1.4. Charges and Surcharges TR: DAFMAN 34-240								-	A	B	-
12.1.5. Shiftleader Responsibilities TR: DAFMAN 48-147, DAFI 36-2903		*						A	B	B	-
12.1.6. Complete Shiftleader Qualification TR: DAFMAN 48-147, DAFI 36-2903	^							-	-	3c∅	-
<b>12.2. Menu Planning Standards</b>											
12.2.1. USDA Dietary Guidelines TR: USDA Dietary Guidelines		*						A	B	-	-
12.2.2. Standard Menu TR: Preface to the World Wide Menu		*						A	B	-	-
12.2.3. Minimum Standards for Each Meal Period TR: Preface to the World Wide Menu		*						A	B	-	-
12.2.4. Utilize Production Log TR: Preface to the World Wide Menu		*						1a	b	-	-
12.2.5. Complete Waste log TR: DAFMAN 34-240, CrunchTime Handbook		*						1a	b	-	-
12.2.6. Food Service Evaluation (AF Form 1038) TR: DAFMAN 34-240								a	b	b	-
12.2.7. Complete Food Service Evaluation (AF Form 1038) TR: DAFMAN 34-240								-	2b∅	-	-
12.2.8. Specialty Meals TR: Preface to the World Wide Menu								-	A	B	-
12.2.9. Remote Feeding (Catering) TR: DAFMAN 34-240, CrunchTime Handbook								A	B	B	-
<b>13. STOREROOM MANAGEMENT</b>											
<b>13.1. Receiving of Subsistence</b>											
13.1.1. Inspect Subsistence TR: DAFMAN 48-147		*						a	b	-	-
13.1.2. Subsistence Rejection TR: DAFMAN 48-147		*						A	B	-	-
13.1.3. Apply Storage Principles and Procedures TR: DAFMAN 48-147		*						1a	b	-	-
13.1.4. Inventory TR: DAFMAN 34-240								-	A	B	-
13.1.5. Transfers TR: DAFMAN 34-240, CrunchTime Handbook								-	A	B	-
13.1.6. Sales & Adjustments TR: DAFMAN 34-240, CrunchTime Handbook								-	A	B	-

13.1.7. Subsistence Requirements TR: DAFMAN 34-240								-	A	B	-
13.1.8. Subsistence Accountability and Security TR: DAFMAN 34-240								-	A	B	-
<b>13.2. Prime Vendor and DLA Programs</b>											
13.2.1. Roles of Prime Vendor and DLA Account Representatives TR: DAFMAN 34-240								-	B	-	-
13.2.2. Fill Rates and Availability TR: DAFMAN 34-240								-	B	-	-
13.2.3. Product Specifications TR: DAFMAN 34-240								-	B	-	-
13.2.4. Delivery Times/Emergency Orders TR: DAFMAN 34-240								-	B	-	-
13.2.5. Substitution Processes TR: DAFMAN 34-240								-	B	-	-
<b>13.3. Catalog Procedures</b>											
13.3.1. Authorized Items TR: DAFMAN 34-240								-	B	-	-
13.3.2. Adding/Deleting Items Process TR: DAFMAN 34-240								-	A	b	-
<b>13.4. Subsistence Ordering Systems</b>											
13.4.1. Ordering TR: DAFMAN 34-240								-	B	B	-
13.4.2. Reconciliation TR: DAFMAN 34-240								-	B	B	-
13.4.3. Receipt Verification TR: DAFMAN 34-240								-	B	B	-
13.4.4. Adjustments TR: DAFMAN 34-240								-	B	B	-
<b>14. FOOD SERVICE AUTOMATION</b>											
14.1. Food Service Automated Systems TR: DAFMAN 34-240, CrunchTime Handbook								A	-	-	-
14.2. Operate Food Service Automated Systems TR: Aloha Enterprise								-	2b∅	-	-
14.3. Recipe System TR: CrunchTime Handbook		*						A		-	-
14.4. Operate Recipe System TR: CrunchTime Handbook								-	2b∅	-	-
14.5. Manually Calculate Food Conversions and Adjust Recipe Yields TR: CrunchTime Handbook		*						1a	2b∅	-	-

<b>15. FOOD SERVICE ACCOUNTING</b>											
15.1. Food Service Automated Reports TR: CrunchTime								-	B	-	-
15.2. Manual Forms and Reports TR: DAFMAN 34-240								-	B	-	-
15.3. Prime Vendor Receipt Verification and Validation TR: DAFMAN 34-240								-	B	-	-
15.4. Transfer Verification TR: DAFMAN 34-240								-	B	-	-
<b>FITNESS, SPORTS &amp; RECREATION CORE AREA REQUIREMENTS</b>											
<b>16. AIR FORCE FITNESS AND SPORTS PROGRAMS</b>											
16.1. Fitness Center Operations TR: DAFMAN 34-202		*						A	B	-	-
16.2. Fitness Management Operations TR: DAFI 34-266, DAFMAN 91-203								-	B	B	-
16.3. Authorized Customers TR: DAFI 34-101, DAFI 34-266								A	B	-	-
16.4. Preventive Maintenance TR: DAFMAN 91-203, DAFI 91-202		*						A	B	-	-
16.5. Facilities Maintenance and Housekeeping											
16.5.1. Group Exercise Rooms TR: DAFI 34-266								A	B	-	-
16.5.2. Indoor Sports Areas TR: DAFI 34-266								A	B	-	-
16.5.3. Saunas/Steam Room/Pool TR: DAFI 34-266								A	B	-	-
16.5.4. Showers/Locker Rooms TR: DAFI 34-266								A	B	-	-
16.5.5. Field Maintenance TR: DAFI 34-266								A	B	-	-
16.6. Fitness Assessment Cell Operations TR: DAFI 34-101, DAFI 34-266, DAFMAN 36-2905, DAFI 48-117								A	B	-	-
16.7. Fitness Emergency Preparedness Plans TR: Installation Base Support Plan		*						a	b $\diamond$	-	-
16.8. Staff Training Requirements											
16.8.1. Basic Fitness Training Requirements TR: DAFI 34-266		*						A	-	-	-
16.8.2. Basic Life Support (e.g. CPR & AED) TR: DAFMAN 36-2905, DAFI 34-101, DAFI 34-266		*						A	B	-	-

16.8.3. Physical Training Leader TR: DAFMAN 36-2905								<b>A</b>	<b>B</b>	-	-
16.8.4. Advanced Fitness Training TR: DAFI 34-266								<b>A</b>	<b>B</b>	-	-
16.8.5. Core Fitness Management Training Requirements TR: DAFI 34-266								<b>A</b>	<b>B</b>	-	-
<b>17. FITNESS PROGRAMS</b>											
17.1. Core/Enhanced/Fitness Improvement Programs TR: DAFI 34-266, DAFMAN 64-302		*						<b>A</b>	<b>B</b>	-	-
17.2. Injury Prevention TR: DAFI 34-266, DAFMAN 36-2905		*						<b>B</b>	<b>B</b>	-	-
17.3. Incentive Programs TR: DAFI 34-266, DAFI 65-601								<b>A</b>	<b>B</b>	-	-
17.4. Execute a Fitness Special Event TR: DAFI 34-266								-	<b>2b</b> ∅	<b>b</b>	-
17.5. Adaptive Fitness and Sports TR: DAFI 34-266								-	<b>A</b>	<b>A</b>	-
<b>17.6. Equipment Orientations</b>											
17.6.1. Demonstrate Use of Selectorized Equipment TR: DAFI 34-266		*						<b>2b</b>	<b>b</b> ∅	-	-
17.6.2. Demonstrate Use of Cardio Equipment TR: DAFI 34-266		*						<b>2b</b>	<b>b</b> ∅	-	-
17.6.3. Demonstrate Use of Strength Equipment TR: DAFI 34-266		*						<b>2b</b>	<b>b</b> ∅	-	-
<b>17.7. Personal Fitness Assessments</b>											
17.7.1. Musculoskeletal System TR: DAFMAN 36-2905, PTL Class/CIAR MEL Course		*						<b>A</b>	<b>B</b>	-	-
17.7.2. Major Muscle Groups TR: DAFMAN 36-2905, PTL Class/CIAR MEL Course		*						<b>A</b>	<b>B</b>	-	-
17.7.3. Perform Functional Fitness Exercises (e.g. Calisthenics and Stretching) TR: DAFI 34-144, DAFI 34-266		*						<b>2b</b>	<b>b</b> ∅	-	-
17.7.4. Staff Led Exercise Class (e.g. FIP) TR: DAFI 34-144, DAFI 34-266								<b>A</b>	-	-	-
17.7.5. Conduct a Staff Led Exercise Class (e.g. FIP) TR: DAFI 34-144, DAFI 34-266								-	<b>2b</b> ∅	-	-
<b>18. SPORTS PROGRAMS</b>											
18.1. Intramurals Programs (e.g. Core Sports and Esports) TR: DAFI 34-266		*						<b>A</b>	<b>B</b>	-	-

18.2. Enhanced Programs (e.g. Extramurals and Varsity) TR: DAFI 34-266								A	B	-	-
18.3. Execute a Tournament (e.g. By-Laws and Brackets) TR: Services Installation Support Portal								-	2b∅	b	-
18.4. Fitness and Sports Advisory Council TR: DAFI 34-266								A	B	-	-
18.5. By-laws TR: DAFI 34-266								-	-	-	-
<b>19. POOL PROGRAMS</b>											
19.1. Safety and Health Risk TR: DAFMAN 48-114								-	A	A	-
19.2. Lifeguard Requirements TR: DAFMAN 48-114								-	A	A	-
19.3. Understand Water Quality and Monitoring TR: DAFMAN 48-114								-	A	A	-
<b>20. COMMUNITY PROGRAMMING AND RECREATION</b>											
20.1. Recreation and Community Programming Overview and Concepts TR: DAFTTP 3-34.1, DAFI 34-266								-	A	B	-
<b>READINESS, PLANS &amp; MORTUARY AFFAIRS CORE AREA REQUIREMENTS</b>											
<b>21. READINESS MANAGEMENT PLANS</b>											
21.1. Unit Deployment Manager Responsibility TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802, DAFJQS 8U000								-	B	B	-
21.1.1. Complete Unit Deployment Manager Qualification TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802, DAFJQS 8U000	^							-	-	3c∅	-
21.2. Readiness Manager Responsibility TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	B	B	-
21.2.1. Complete Readiness Manager Qualification TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802	^							-	-	3c∅	-
21.3. Execute Ancillary Readiness Training Programs TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	-	2b∅	-
21.4. Execute Home Station Readiness Training Program TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	-	2b∅	-

21.5. Supply and Equipment Management TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	A	B	-
21.6. Force Augmentation TR: ADir Force Doctrine Vol 2								-	-	B	-
21.7. Readiness Reporting TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	A	B	-
21.8. Prepare Readiness Reports TR: DAFI 10-401, DAFI 10-403, DAFI 36-3802								-	b	2b $\diamond$	-
<b>22. MORTUARY AFFAIRS</b>											
22.1. Mortuary Affairs Administration TR: DAFI 34-160, JP 4-06								-	A	B	-
22.2. Mortuary/Fatality Reporting Systems TR: DAFI 34-160, JP 4-06								-	A	B	-
22.3. Family Assistance Representative TR: DAFI 34-160								-	A	B	-
22.4. Summary Courts Officer Program TR: DAFI 34-160, DAFI 34-160, DAFI 51-201								-	A	B	-
22.5. Escort Responsibilities TR: DAFI 34-160								-	A	B	-
22.6. Person Authorized Direct Disposition (PADD) TR: DAFI 34-160								-	A	B	-
22.7. Mortuary Briefings TR: DAFI 34-160								-	A $\diamond$	B $\diamond$	-
22.8. Mortuary Eligibility and Entitlements TR: DAFI 34-160, DAFI 36-3002								-	A	B	-
22.9. Transportation of Remains Coordination TR: DAFI 34-160, JP 4-06								-	A $\diamond$	B $\diamond$	-
22.10. Mortuary Affairs Funding TR: DAFI 34-160, DAFI 64-102, DAFI 64-117, JP 4-06								-	A $\diamond$	B $\diamond$	-
22.11. Search and Recovery Program TR: DAFI 34-160, JP 4-06		*						A	B	-	-
22.12. Contract Mortuary Operations Concepts TR: DAFI 34-160, JP 4-06								-	A	B	-
22.13. Evaluate Contract Mortuary Operations TR: DAFI 34-160, JP 4-06								-	-	2b $\diamond$	-

## SECTION B -- Course Objective List

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3. This is reserved area

## SECTION C – Support Materials

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**4. Purpose.** The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

4.1. **Services Training Aid (STA).** STAs are developed by AFSVC and designed to help training managers and trainers conduct effective, standardized training throughout the 3F1X1 career field. They outline the specific training on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Total Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area training requirements. The STAs are located on the Services Installation Support Portal, Training and Development

4.2. **Qualification Training (QT) Requirements.** Qualification training plans are developed at the local level by the work center supervisor IAW DAFI 36-2670, *Total Force Development*. QT tasks are required for the duty position assigned and identified in the MTL and the trainee's training record.

## SECTION D – Training Course Index

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**5. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by HHQs in the career field training programs.

### 5.1. Air Force in-Residence Courses

Course Number	Title	Location	User
LCABP3F131 0L4B	Services Apprentice Course	Services Academy	3F1X1 (Note 1)
L6ACW3F171 00AA	Services Craftsman Course	Services Academy	3F1X1(Note 2)

Note 1: Newly assigned to 3F1X1 career field

Note 2: Established as part of Seven (7) Level upgrade training (UGT). Members requiring this training must have successfully completed Services Apprentice Course, All 3F151 Career Development Courses (CDCs) and UGT requirements

**5.2. Air Force Career Development Academy Courses (Career Development Courses)**

Course Number	Title	Location	User
	Services Journeyman		
3F151A	- <i>General</i> - <i>Food Service</i>	Services Academy	3F1X1
3F151B (Password Protected)	- <i>Fitness, Sports and Recreation</i> - <i>Readiness, Plans and Mortuary</i>	Services Academy	3F1X1

**5.3. Exportable Courses**

Course Number	Title	Location	User

**5.4. Air University: Ira C. Eaker Center for Professional Development: Force Support Professional Development School**

Course Number	Title	Location	User
MFSS – 100 (Note 1)	FS Basic Contingency Course	Distance Learning	3F1X1
MFSS – 255	Mortuary Technician	Maxwell AFB	3F1X1
MFSS – 275 (Note 2)	Advanced Contingency Course	Maxwell AFB	3F1
MFSS – 375 (Note 3)	FSS Operational Leadership	Maxwell	3F100

Note 1: All 3F1s assigned to specific UTCs IAW DAFI 36-3802, Force Support Readiness Programs

Note 2: Dictated by UTC specific pre-deployment tasking requirements IAW DAFI 36-3802, Force Support Readiness Programs

Note 3: For CMSgts newly assigned to an FSS Superintendent position

## **SECTION E – Mission Unique Requirements**

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### **6. AFGSC ICBM Food Service Specialist**

6.1. AFJQS 3F1X1, ICBM Food Service Specialist

### **7. ANG Fatality Search and Recovery Team (FSRT)**

7.1. See AFJQS 3F1X1, Fatality Search and Recovery Team

7.2. Review ANG CFM CFETP for FSRT

### **8. Community Programming & Recreation**

8.1. AFJQS 3F1X1, Community Programming & Recreation

### **9. Resource Management**

9.1. AFJQS 3F1X1, Resource Management

\*\* A 24-hour customer service information line (CSIL) has been installed for supervisors to conveniently identify over or under training of performance/knowledge items listed in the training standard. For a quick response to any training concern, call CSIL 473-2917 anytime (day or night) or contact us via email at [37TRG.DOS@us.af.mil](mailto:37TRG.DOS@us.af.mil).

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OPR: AFSVC/VIT

Certified by: CMSgt Meshelle I. Dyer, CFM, HQ USAF/A1S

Supersedes: CFETP 3F1X1, 01 May 2018